



Ellisville State School

1101 Highway 11 South ♦ Ellisville, Mississippi, 39437
601-477-5625 ♦ 601-477-5710 fax

Vacancy Announcement

File Clerk CONTRACT POSITION

This is a contract position with no state benefits

Position Open: June 16, 2023

Position Close: Until Filled

Salary Range: \$13.00 per hour up to 25 hours per week **Schedule:** 8 a.m.-5:00 p.m. Monday - Friday

The Agency reserves the option to renew the contract for up to two (2) years beyond the initial contract term, at the same rate of pay per hour and hours per week.

Location: Human Resources

Position Description:

Responsible for mass filing and upkeep of all current and past employee personnel and medical files; regularly gather, collect, or obtain files from Human Resources storage at Units as needed; rotate boxes of separated employee files yearly; ongoing scanning files project; assist with employment verifications, reference checks on potential new employees; work switchboard rotation as needed and other duties as assigned.

Education/Experience:

Typically requires a High School Diploma or equivalent and 0 – 1 year experience.

Employees of Ellisville State School cannot be considered for this position unless they resign from their current state service position.

Interested applicants can apply at the Ellisville State School Office of Human Resources or Win Job Center, Laurel or Hattiesburg, MS. For questions about applying please call 601-477-5625.

It is expressly understood that the above description of job duties and expectations are subject to change based on the needs of Ellisville State School.

Upon contingent employment offer, Contract Workers must complete a background check, pre-employment drug test, and submit documentation of COVID-19 vaccination or an accommodation request related to vaccination status.

Ellisville State School is an Equal Opportunity Employer